



Position: Term Law Clerk to a Magistrate Judge

Posting Period: July 1, 2016, to August 15, 2016

Term Period: Term of one or two years commencing September 1, 2017

Classification: JSP 11 to JSP 13 (Starting salary commensurate with work experience and prior pay history. Salary may be higher with previous experience as a law clerk to a federal judge.)

Location: Fort Wayne, Indiana

Introduction:

The United States District Court for the Northern District of Indiana is currently accepting applications for the position of law clerk to Susan L. Collins, United States Magistrate Judge. This position is located in the Federal Courthouse in Fort Wayne, Indiana, and is a full-time position commencing September 1, 2017, for a term of either one or two years.

The United States District Court for the Northern District of Indiana covers 32 counties in the northern half of the State of Indiana. The district has four divisions: Fort Wayne, Hammond, Lafayette and South Bend. The Court has eight judges and five magistrate judges and administers approximately 1,791 new civil and 364 new criminal cases each year. Assisting the Court in managing its caseload is the Clerk's Office. The Clerk's Office is staffed by 44 deputies who perform a variety of functions.

Representative Duties:

Substantive screening of petitions and motions, draft appropriate recommendations and orders for the Court's signature. Review complaints, petitions and pleadings that have been filed to determine issues involved and basis for relief; perform research as required to assist the Court in preparing opinions. Evaluate present procedures to determine new innovations for increasing effectiveness in handling complaints, petitions and pleadings. Review the docket of pending litigation to assure the proper progress of such cases and advise the Court of those cases where action by the Court is appropriate. Keep abreast of changes in the law to aid the Court in adjusting to new legislation. Provide information, guidance and advice to judges, magistrates and other personnel. Advise appropriate personnel on the status of particular cases, and perform other duties as assigned.

Qualifications/Skills:

Progressively responsible experience in the practice of law, legal research, legal administration or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation. A degree from a law school of recognized standing (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree) is considered qualifying for Grade 11.

Conditions of Employment:	<p>Employees of the United States District Court serve under excepted appointments and are considered “at will” employees. All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. All appointments are subject to mandatory electronic direct deposit of salary payments. Term law clerks are limited to a maximum four-year term with the Federal courts.</p>
Benefits:	<p>A minimum of 10 paid holidays per year. Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years. Please note: Coverage under the federal employees' Leave Act is at the discretion of the appointing judge. Optional participation in federal health insurance program of your choice, in a group life insurance program, in a group long-term disability insurance program, in a group long-term care insurance program, and in a pre-tax flexible spending account plan for dependent care expenses and medical/dental expenses not covered by health insurance. Credit, time-in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration with computing leave accrual and retirement benefits.</p>
Application Process:	<p>Qualified applicants are invited to submit a cover letter, a resume including experience, one writing sample, law school transcript, 2 letters of recommendation, and an Application for Judicial Branch Employment (http://www.innd.uscourts.gov/sites/innd/files/AO078.pdf) by August 15, 2016, for consideration.</p> <p>All materials should be sent to: Chambers of Hon. Susan Collins 1300 South Harrison Street 1130 E. Ross Adair Courthouse Fort Wayne, IN 46802</p> <p>The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written or other notice.</p> <p>Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted.</p>

The United States District Court is an Equal Opportunity Employer